

# MEMO



Connecting People to Policy

DATE: February 14, 2024

TO: Members of the Nevada Silver Haired Legislative Forum

FROM: Patrick B. Ashton, Principal Policy Analyst, Research Division

SUBJECT: **Per Diem Allowance and Travel Expense Reimbursement Instructions**

Pursuant to *Nevada Revised Statutes* [427A.400](#), each member of the Nevada Silver Haired Legislative Forum is entitled to receive for attendance at a Forum meeting the per diem allowance and travel expenses provided for State officers and employees generally. This memorandum provides Forum members with instructions and an example of how to claim the per diem allowance and reimbursement for travel expenses.

## INSTRUCTIONS

**Mileage Reimbursement:** The current mileage reimbursement rate for car travel is \$0.67 per mile. This rate is updated annually. Please note the round-trip mileage on the *Legislator's Expense Claim Form* (see example below); the total mileage reimbursement will be calculated by the Accounting Office, Legislative Counsel Bureau (LCB). Other travel methods will be reimbursed upon receiving a receipt.

**Per Diem Allowance:** The allowance for meals is based on the meeting location and official travel times pursuant to the [United States General Services Administration](#). The travel time starts when a Forum member departs for the meeting and ends when returning home. Reimbursement times are as follows:

Breakfast	Lunch	Dinner
Travel starts at 7:00 a.m. or earlier	Travel starts at or before 11:00 a.m. and ends at or after 1:00 p.m.	Travel ends at or after 7:00 p.m.

**Expense Claim Form:** Each Forum meeting, members will receive the form and complete it with their name, destination/purpose of travel, departure and return date and time, travel method, and signature.

**Claiming Travel Expenses:** Forum members can turn over the completed forms to Forum staff in Carson City or Las Vegas during or after a meeting. While no receipts are necessary for meals or gasoline costs, they are required for airfare, lodging, parking, public transportation, rental car, et cetera. Members can also mail or email the completed form and receipts to the addresses shown in the box to the right:

Legislative Counsel Bureau  
Accounting Office  
401 S. Carson Street  
Carson City, NV 89701

[dalia.angel@lcb.state.nv.us](mailto:dalia.angel@lcb.state.nv.us)

## EXAMPLE ON HOW TO COMPLETE THE FORM

Forum member Jane Doe drives her own car 150 miles from Caliente, Nevada, to Las Vegas on August 23, 2024, to attend a Forum meeting. She leaves her home at 5:30 a.m., attends the meeting, and returns home at 5:00 p.m. Jane will be paid \$16 per diem allowance for breakfast and \$17 for lunch, but no dinner since she returned before 7:00 p.m. Additionally, she asks for 300 miles round trip mileage reimbursement, which equals \$201 (300 x \$0.67). She will be reimbursed a total of \$234.

## LEGISLATOR'S EXPENSE CLAIM FORM

Please complete this form as accurately as possible then sign and return the form to the Accounting Office where it will be completed.

Please attach copies of airline tickets, receipts, car rental forms, statements, etc.

**Title and Name:** Jane Doe

**Purpose of Travel:** Meeting of the Nevada Silver Haired Legislative Forum on August 23, 2024

**Location of Attendance (please check one):** ☐ Carson City ☒ Las Vegas ☐ Other (please specify):

**Departure Date:** 8/23/24 **Time:** 5:30 a.m.

**Return Date:** 8/23/24 **Time:** 5:00 p.m.

**Number of days in attendance at meeting:** \_\_\_\_\_

### METHOD OF TRAVEL: Fill in amount:

**Plane** \_\_\_\_\_

**Private Car (Mileage)** 300

**Taxi** \_\_\_\_\_

**Parking** \_\_\_\_\_

**Rental Car** \_\_\_\_\_

**Other Expenses** \_\_\_\_\_

### Lodging:

I do declare a *reasonable room rate* for single room accommodations of \_\_\_\_\_ per night for \_\_\_\_\_ nights(s).

I declare under penalties of perjury that this claim (including any accompany evidence) has been prepared by me and to the best of my knowledge and believe is a true and correct claim in conformance with the governing statutes and appropriate rules and regulations.

Jane Doe 8/23/24

Signature (must be signed in ink by legislator)

Date

							Meals					
Date	Purpose of Trip	Method of Travel	Depart Time	Return Time	Trip Mileage	Transportation Cost	Break-fast	Lunch	Dinner	TOTAL MEALS	Lodging	TOTAL CLAIM